

Pursuant to Section 19.84, notice is hereby given to the public:

BROWN COUNTY CHILDREN WITH DISABILITIES EDUCATION BOARD
Monday August 21, 2017 – 3:30PM
Syble Hopp School

Call to Order – 3:30 p.m. –

1. Action Item: Approval of July 17,2017 Agenda
RECOMMENDED MOTION: That the minutes from the July 17, 2017 Board meeting be approved.
2. Action Item: Approval of Agenda
RECOMMENDED MOTION: That the agenda for today's meeting be approved.
3. Action Item: Donations
RECOMMENDED MOTION: That this month's donations be approved.
4. Action Item: Payment of Bills
RECOMMENDED MOTION: That the payment of the bills be approved.
5. Action Item: Financial Report
RECOMMENDED MOTION: That the financial report be accepted.
6. Action Item: General Fund Transfer to Special Education Fund
RECOMMENDED MOTION: That the transfer of \$2,223,314.82 from BCCDEB's General Fund to BCCDEB's Special Revenue fund to cover the Special Revenue fund negative balance be approved.
7. Action Item: Increase in Aide, Hourly Employee, Substitute Teacher and Substitute Aide Pay
RECOMMENDED MOTION: That the recommended hourly rate of pay adjustments to aide positions and the 2% increase for aides and hourly employees be approved.
RECOMMENDED MOTION: That the recommended daily rate of pay for substitute teachers and substitute aides be approved.
8. Action Item: Staffing New Hires
RECOMMENDED MOTION: That the contract for Rebecca E. Olson to fill the vacant Early Childhood Teacher position for the 2017-18 school year be approved.
9. Action Item: School Fees
RECOMMENDED MOTION: That the school fees remain at \$15.00 per student for Early Childhood thru Middle School and \$25.00 per student for High School be approved.
10. Discussion Item: Administrators' Report
11. Discussion Item: Parent Organization Report
12. Executive Session: The Board will move to executive session as allowed by Wisconsin Statute stats 19.85 (1)(f) pursuant to donor request, contracts and personnel.
13. Action Item: Adjournment

"Any person wishing to attend who, because of disability requires special accommodation, should contact Syble Hopp School at 336-5754 by 3:00 p.m. on Friday, August 18, 2017 so arrangements can be made."

Support Information #1

PROCEEDINGS OF BROWN COUNTY CHILDREN WITH DISABILITIES EDUCATION BOARD:

A regular meeting was held on: Monday, July 17, 2017

Board Members Present: B. Clancy, J. Mitchell, L. Franke, R. Osgood

Board Member Excused: Scott King

Others Present: A. Nizzia, C. Maricque, J. Driessen, K. Pahlow

B. Clancy called the meeting to order at 3:30 PM.

1. Action Item: Approval of June 19, 2017 Board Minutes

Motion made by L. FRANKE, seconded by J. MITCHELL, that the minutes from the June 19, 2017 Board meeting be approved. MOTION CARRIED UNANIMOUSLY.

2. Action Item: Approval of Agenda

Motion made by J. MITCHELL, seconded by L. FRANKE, that the agenda for today's meeting be approved. MOTION CARRIED UNANIMOUSLY.

3. Action Item: Donations

A. Nizzia reviewed the donations list. Christian Outreach contributed \$4,000; Pat Schneider donated \$20,000 which will be very helpful to meeting the needs of identified projects. Other donations noted included \$5,000 for Camp SOAR from the Alberta S Kimball – Mary L Anhaltzer Foundation and the final payment from the Schreiber Community Grant Foundation for the Sensory Courtyard.

Motion made by J. MITCHELL, seconded by L. FRANKE, that this month's donations be approved. MOTION CARRIED UNANIMOUSLY.

4. Action Item: Payment of Bills

The payment to Frontline Technologies for the new subline calling system was noted.

Motion made by L. FRANKE, seconded by J. MITCHELL, that the payment of the bills be approved. MOTION CARRIED UNANIMOUSLY.

5. Action Item: Financial Report

C. Maricque noted that the final categorical aid payment and general CDEB aid will not be received until June. The shortfall caused by the server migration project was offset by savings in computer supply purchases that were not made. The County's indirect cost and technology chargebacks have increased, so this shortfall is expected to increase by the end of the year. Retiree insurance continues to be over due to the retiree VEBA payments. Savings have been recognized in health insurance and additional help that was budgeted, but not needed.

Motion made by Motion made by L. FRANKE, seconded by J. MITCHELL, that the financial report be accepted. MOTION CARRIED UNANIMOUSLY.

6. Action Item: Staffing Resignations

A. Nizzia reviewed the resignations of two aides, Carol Pointer and Cathy Hanchek. Both individuals were long-term employees that dedicated many years to Syble Hopp.

Motion made by L. FRANKE, seconded by J. MITCHELL, that the resignations for Carol Pointer and retirement for Cathy Hanchek be approved. MOTION CARRIED UNANIMOUSLY.

7. Action Item: Staffing New Hires

J. Driessen reviewed the request to approve the Early Childhood teacher contract, Renee LaFleur-Linder that will be replacing Deb Koehler's position. The individual will be at Altmeyer and Heritage.

Motion made by Motion made by L. FRANKE, seconded by J. MITCHELL, that the contract for Renee LaFleur-Linder to fill the 1.0 vacant Early Childhood Teacher position for the 2017-18 school year be approved. MOTION CARRIED UNANIMOUSLY.

A Nizzia presented the request to hire Darcie Mangum and Logan Pourchot for the two vacant instructional aides at Syble Hopp. Darcie previously worked as a dedicated aide for one of Syble Hopp School's recent graduates. Logan's previous experience included working at Walworth County CDEB for three years.

Motion made by Motion made by L. FRANKE, seconded by J. MITCHELL, that the hiring of 2.0 vacant Teacher Aide positions be approved. MOTION CARRIED UNANIMOUSLY.

8. Action Item: Lunch and School Fees

Although the increase for 2017-18 is only proposed to increase from \$2.75 to \$2.85 for students and \$3.45 to \$3.55 for adults, this may need to increase in future years. The current meal contract price from West De Pere School District is \$2.94 per meal which equates to about \$2.55 after the credit for the use of USDA foods. Food Services currently has an excess fund balance which will allow for the small increase even though the contract with West De Pere increased \$.40 per meal using the USDA modified price. Extra milk and reduced meal prices are proposed to stay the same.

Motion made by J. MITCHELL, seconded by L. FRANKE, that the full-priced student lunch fees be increased from \$2.75 to \$2.85, the reduced-priced meal remain the same at \$.40 and the extra milk fee remain the same at \$.30. The price of adult meal will be increased from \$3.45 to \$3.55. MOTION CARRIED UNANIMOUSLY.

9. Action Item: Room Rental

K. Pahlow reviewed the room rental agreements with the districts that have Brown County CDEB programs on-site at the district. The agreements range from \$2 - \$5 per year.

Motion made by Motion made by L. FRANKE, seconded by J. MITCHELL, that the room agreements with the participating school districts be approved. MOTION

CARRIED UNANIMOUSLY.

10. Action Item: Authorization to sell Duplex

A Nizzia requested that the Board allow BC CDEB Administration to work with the appropriate entities to sell the duplex located at 1134 & 1136 Patrick Henry. In April of 2006, ten community members donated a down payment on a \$197,500 rental property. The intent of the donors was to generate funds from the rental of the property for the Parent's Organization that could be used to fund student activities such as the Community Based Instruction. Unlike the Weyers Duplex which is absolutely needed for the student curriculum, the rental located at 1134 & 1136 Patrick is strictly a rental property intended to generate income for the Parent Organization.

The management of the rental property which includes items such as finding renters, property maintenance and bookkeeping has largely been the responsibility of Syble Hopp staff. The current balance on the loan of the rental property is \$124,399. After having the property assessed through a fair market value the property could sell for close to \$200,000.

Jessica Smits, Vice President of the Parent's Organization, expressed Parent Organization support of the sale of the rental property.

Motion made by J. MITCHELL, seconded by L. FRANKE, that Administration work with the proper entities required to sell the duplex located at 1134 & 1136 Patrick Henry. MOTION CARRIED UNANIMOUSLY.

11. Discussion Item: Administrators' Report

K. Pahlow thanked the Board for allowing her the opportunity to be at Syble Hopp and it has been a great first two weeks.

County Administration notified Syble Hopp staff that there may be close to an \$85,000 increase in medical insurance premiums for the BCCDEB. The County is still working on the 2018 Budget and is trying to find alternative solutions to the health insurance shortfall, so this may change.

K. Pahlow verified with the State that board members of the BCCDEB need to reside within the area that the board serves. State statute requires that the board consist of at least three members. With the current four members, there may be difficulties meeting quorum. BC CDEB wants to keep a connection with St. Norberts. Dr. Osgood understood the requirement of residency and will continue to be an advocate for Syble Hopp. Dr. Osgood will inform St. Norbert faculty that may be interested of the open board seat.

A. Nizzia has been researching potential vendors to update the flooring in the cafeteria and gymnasium. The cost of this project will be about \$44,000. A number of years ago, a \$23,000 donation was received to make the stage wheel chair accessible. Due to the required pitch of a ramp, there is not enough room to build a ramp to the stage. The stage is only used once a year, so A. Nizzia will be meeting with the donor to discuss the possibility of reallocating the funds to be used for the flooring project. If this is approved, hopefully the new flooring can be completed in August prior to the students returning.

Members of the board formally acknowledged the exemplary work performed by David Zadnik as Interim Administrator. The BCCDEB was extremely fortunate to have such a qualified individual available and willing to lead the school during this time of transition. The board received stellar feedback on Mr. Zadnik's time at the school. The school was able to

progress during this time of transition due to David Zadnik's leadership.

12. Discussion Item: Parent Organization Report

The Golf Outing was once again a success. Final numbers are still being calculated. The weather was great and there record numbers of golfers.

13. Executive Session: The Board will move to executive session as allowed by Wisconsin Statute stats 19.85 (1)(f) to discuss donor request and personal history.

Motion made by J. MITCHELL, seconded by L. FRANKE, to move to Executive Session. MOTION CARRIED UNANIMOUSLY.

Returned to open session at 4:35 PM.

14. Action Item: Adjournment

Motion made by J. MITCHELL, seconded by L. FRANKE, to adjourn the meeting at 4:36 PM.

Support Information #3

Syble Hopp School

Report Date 08/04/17 01:37 PM
Check Date 06/01/17 - 06/30/17

SYBLE HOPP SCHOOL

Vendor Detail Report

Vendor	Check Key	Check Date	Invoice No	Po No	Description	Account No	Amount
ADVANCED DISPOSAL SERVICES INC	112401	06/13/17	BB0000566048		May Trash/Extra Container Charge	7-10-100-323-253000-019-000000-2	199.06
						Check Total	199.06
						Vendor Total	199.06
APPLETON AREA SCHOOL DISTRICT	112129	06/20/17	APT 6-17		Transit of Aide to Districts	7-27-800-936-491000-019-000000-2	1,492.00
						Check Total	1,492.00
						Vendor Total	1,492.00
SPIRO INC	0100000983	06/13/17	67793		POS Hours NB & CS	7-27-100-315-158000-019-000000-2	422.40
						Check Total	422.40
						Vendor Total	422.40
TAT	0100000968	06/06/17	336 3429 826 MA		Phone Service May 19 thru June 18	7-27-100-999-158000-019-000000-2	36.89
						Check Total	36.89
						Vendor Total	36.89
TILLIN HEALTH	100460	06/06/17	336 3429 826 MA		CPR Course Charge	7-27-100-313-158000-019-000000-2	270.00
						Check Total	270.00
						Vendor Total	270.00
TOWN COUNTY	0100000969	06/06/17	MB556		Reimb HS for NM-Camp Soar	7-27-160-295-500000-006-000000-1	450.00
						Check Total	450.00
						Vendor Total	450.00
ULLCOM	101153	06/27/17	655966		Monthly Service 6/16-7/15	7-10-100-355-263300-019-000000-2	137.23
						Check Total	137.23
						Vendor Total	137.23

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Report Date 08/04/17 01:37 PM
Check Date 06/01/17 - 06/30/17

SYBLE HOPP SCHOOL
Vendor Detail Report

Vendor	Check Key	Check Date	Invoice No	Po No	Description	Account No	Amount
COUNTRY KIDS INC	101712	06/06/17	SH013		May Therapy Services	7-27-110-310-218100 317-000000-2	840.00
						Check Total	840.00
						Vendor Total	<u><u>840.00</u></u>
COUNTRY VISIONS COOPERATIVE	112876	06/13/17	1842		Fuel for Bus	7-27-100-348-256610-011-000000-2	80.99
						Check Total	80.99
						Vendor Total	<u><u>80.99</u></u>
DAVIS & KUELTHAU SC	101886	06/13/17	415438		April General Legal Matters	7-27-800-314-232100-019-000000-2	216.00
						Check Total	216.00
						Vendor Total	<u><u>216.00</u></u>
DR PERE Y-MART	114547	06/13/17	SHS 5/2017		Fuel for School Vehicles	7-27-100-348-256610-011-000000-2	277.52
		06/13/17	SHS 5/2017		Gas for Lawn Mowers	7-10-100-411-253000-019-000000-2	34.40
						Check Total	311.92
						Vendor Total	<u><u>311.92</u></u>
DEAN FOODS OF WI	105494	06/13/17	1078581 6/17		Milk Purchases for June	7-50-800-415-257240-000-000000-2	4.84
						Check Total	4.84
						Vendor Total	<u><u>4.84</u></u>
DENMARK SCHOOL DISTRICT	101990	06/20/17	DMK 6-17		Transit of Aide to Districts	7-27-800-336-491000-019-000000-2	6,370.00
						Check Total	6,370.00
						Vendor Total	<u><u>6,370.00</u></u>
HOWARD-SUAMICO SCHOOL DISTRICT	107060	06/20/17	HS 6-17		Transit of Aide to Districts	7-27-800-336-491000-019-000000-2	1,400.00
						Check Total	1,400.00
						Vendor Total	<u><u>1,400.00</u></u>

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SYBLE HOPP SCHOOL
Vendor Detail Report

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Vendor	Check Key	Check Date	Invoice No	Po No	Description	Account No	Amount
JP Morgan Chase	801000	06/12/17	MAY 2017		COPY Paper for Office/School Use	7-27-100-417-158000-019-00000D-2	148.96
0100000999	06/12/17	MAY 2017			Nutri Bullet Mixer/Blender	7-50-800-411-257100-000-000000-2	79.99
0100000999	06/12/17	MAY 2017			First Class Mailing of IEP's	7-27-800-353-232100-019-000000-2	4.27
0100000999	06/12/17	MAY 2017			First Class Mailing of IEP's	7-27-800-353-232100-019-000000-2	1.82
0100000999	06/12/17	MAY 2017			Door Mats, Dustmops, Mops for Cleaning	7-10-100-323-253000-019-000000-2	112.82
0100000999	06/12/17	MAY 2017			Assessment/Testing Forms for EC	7-27-110-411-152000-317-000000-2	226.84
0100000999	06/12/17	MAY 2017			Various Sized Gloves for School Use	7-27-100-411-158000-019-000000-2	321.40
0100000999	06/12/17	MAY 2017			Door Mats, DustMops and Mops for Cleanin	7-10-100-323-253000-019-000000-2	112.82
0100000999	06/12/17	MAY 2017			Service Rodent Equip & Spot Treat Entranc	7-10-100-323-253000-019-000000-2	30.00
0100000999	06/12/17	MAY 2017			First Class Mailing IEP's	7-27-800-353-232100-019-000000-2	19.52
					Check Total		1,057.44
					Vendor Total		1,057.44
EYSSER PLUMBING & HEATING INC	104202				Urinal Flush Valve Boys	7-10-100-324-253000-019-000000-2	127.00
0100000992	06/20/17	15479			Bathroom West		127.00
					Check Total		127.00
VIRE CONSULTING	114953				Vendor Total		127.00
0100000971	06/06/17	SHS MAY 2017			May SBS/MAC Fee	7-27-800-310-221300-019-000000-2	900.00
					Check Total		900.00
					Vendor Total		900.00

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Check Date 06/01/17 - 06/30/17

SYBLE HOPP SCHOOL
Vendor Detail Report

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Vendor	Check Key	Check Date	Invoice No	Po No	Description	Account No	Amount
LAMERS BUS LINES INC	10534	06/06/17	512289		Transportation Denmark EC to The Farm	7-27-110-346-256750-317-000000-2	159.72
	0100000972	06/06/17	512290		Transportation Bay Beach/Wild Life Sanct	7-27-110-346-256750-317-000000-2	134.50
						Check Total	294.22
	0100000980	06/13/17	512190		June Route Transportation	7-27-100-341-256750-011-000000-2	34,129.72
						Check Total	34,129.72
	0100000988	06/13/17	512948		May East DePere Transportation Friday	7-27-101-341-256750-011-000000-2	789.48
	0100000988	06/13/17	512948		May East DePere Transportation M-TH	7-27-101-341-256750-011-000000-2	5,041.86
	0100000988	06/13/17	512948		May West DePere Transportation	7-27-101-341-256750-011-000000-2	3,355.32
	0100000988	06/13/17	512948		May Transportation Syble HOPP	7-27-100-341-256750-011-000000-2	12,085.76
	0100000988	06/13/17	62079		May Transportation MP	7-27-100-341-256750-011-000000-2	857.22
	0100000988	06/13/17	62061		May Transportation ILP	7-27-100-341-256750-011-000000-2	867.75
	0100000988	06/13/17	62063		May Transportation TL	7-27-100-341-256750-011-000000-2	874.20
	0100000988	06/13/17	512948		May Denmark Transportation	7-27-101-341-256750-011-000000-2	2,979.61
	0100000988	06/13/17	512948		May EDP Noon T/TH Altmeier Transportation	7-27-101-341-256750-011-000000-2	835.22
	0100000988	06/13/17	513009		Transportation Bay Beach	7-27-100-346-256750-011-000000-2	671.96
	0100000988	06/13/17	512948		May School Days Credit	7-27-100-341-256750-011-000000-2	-3,792.20
						Check Total	24,566.18
	0100000993	06/20/17	513680		June East De Pere Transportation Friday	7-27-101-341-256750-011-000000-2	394.74
	0100000993	06/20/17	513680		June East De Pere Transportation M-TH	7-27-101-341-256750-011-000000-2	986.85
	0100000993	06/20/17	513680		June West De Pere Transportation	7-27-101-341-256750-011-000000-2	254.14
	0100000993	06/20/17	513680		June Syble HOPP Transportation	7-27-100-341-256750-011-000000-2	766.05
						Check Total	2,401.78
						Vendor Total	61,391.90
	PARAGON COMMUNITY SERVICES LLC	106069					
	0100000934	06/20/17	052017-932-029		May Day Services AM	7-27-100-315-158000-019-000000-2	502.20
	0100000934	06/20/17	052017-932-041		May Day Services JC	7-27-100-315-158000-019-000000-2	55.80
						Check Total	558.00
						Vendor Total	558.00

Report Date 08/04/17 01:37 PM

Check Date 06/01/17 - 06/30/17

SYBLE HOPP SCHOOL

Vendor Detail Report

Vendor	School	Check Key	Check Date	Invoice No	Po No	Description	Account No	Amount
ULASKI SCHOOL DISTRICT	DISTRICT	106517	06/20/17	PUL 6-17		Transit of Aide to Districts	7-27-000-936-491000-019-000000-2	2,417.00
							Check Total	<u>2,417.00</u>
							Vendor Total	<u>2,417.00</u>

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Vendor Detail Report

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Vendor	Check Key	Check Date	Invoice No	Po No	Description	Account No	Amount
SYBLE HOPP SCHOOL	107796	06/06/17	GENERAL FUND 6/1		Stump Grinding/Maintenance Supplies	7-10-100-411-253000-019-000000-2	125.62
	0100000978	06/06/17	GENERAL FUND 6/1		License Plates Fee	7-27-100-344-256750-011-000000-2	5.00
	0100000978	06/06/17	GENERAL FUND 6/1		Home Ec Shopping JM	7-27-100-415-158000-019-000000-2	43.21
	0100000978	06/06/17	GENERAL FUND 6/1		Home Ec Shopping TG	7-27-100-415-158000-019-000000-2	125.34
	0100000978	06/06/17	GENERAL FUND 6/1		Home Ec Shopping PD	7-27-100-415-158000-019-000000-2	182.18
					Check Total		481.35
					Vendor Total		481.35
chool Exec Connect	115085	06/06/17	50157		Ads for Supt Search in WSLC	7-27-800-310-230000-019-000000-2	434.00
					Check Total		434.00
					Vendor Total		434.00
JS METROCOM	0100000991	06/13/17	9203364367 6/17		Phone Service 6-10-17 to 7-09-17	7-10-100-355-263300-019-000000-2	114.67
					Check Total		114.67
					Vendor Total		114.67
1ST DE PERE SCHOOL DISTRICT	108893	06/20/17	WDP 6-17		Transit of Aide to Districts	7-27-800-936-491000-019-000000-2	3,780.00
					Check Total		3,780.00
					Vendor Total		3,780.00
0100000997	06/20/17	SHS MAY/JUNE 17			May & June Food Service Meals	7-50-800-310-257100-000-000000-2	4,130.15
					Check Total		4,130.15
					Vendor Total		4,130.15
DEPT OF JUSTICE	109010						7,910.15
	0100000974	06/06/17	G2841 MAY 2017		May Background Checks	7-27-800-310-230000-019-000000-2	77.00
					Check Total		77.00
					Vendor Total		77.00

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Check Date 06/01/17 - 06/30/17

SYBLE HOPP SCHOOL
Vendor Detail Report

<u>Vendor</u>	<u>Check Key</u>	<u>Check Date</u>	<u>Invoice No</u>	<u>Po No</u>	<u>Description</u>	<u>Account No</u>	<u>Amount</u>
WISCONSIN PUBLIC SERVICE	109151	06/06/17	2127418667-0000		May Syble Hopp Gas Charges	7-10-100-331-253300-019-000000-2	726.10
	0100000975	06/06/17	2127418667-0000		May Garage Electric Charge	7-10-100-336-253300-019-000000-2	35.97
	0100000975	06/06/17	2127418667-0000		May Duplex Utility Charges	7-27-100-999-158000-019-000000-2	106.72
	0100000975	06/06/17	2127418667-0000		May Syble Hopp Electric Charge	7-10-100-336-253300-019-000000-2	4,992.12
					Check Total		5,860.91
WRIGHTSTOWN SCHOOL DISTRICT	109266	06/20/17	2016/2017 YEAR		Wrightstown Occupational Therapy Service	7-27-110-317-152000-000-000000-1	796.79
	0100000998				Check Total		796.79
					Vendor Total		796.79
					Grand Total		99,261.07

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Syble Hopp Balance Sheet as of June 30, 2017

ACCOUNT DESCRIPTION	06/30/17
GENERAL FUND	
CASH	3,872,273.99
TOTAL ASSETS	3,872,273.99
ACCOUNTS PAYABLE	9,899.61
CONTRACTS PAYABLE	1,412.41
TOTAL LIABILITIES	11,312.02
EQUITY ACCOUNT	3,860,961.97
TOTAL FUND BALANCE	3,860,961.97
SPECIAL EDUCATION FUND	
CASH ACCOUNT	633,680.67
RECEIVABLE	38,712.40
TOTAL ASSETS	672,393.07
PAYABLE ACCOUNT	6,628.71
CONTRACTS PAYABLE	645,809.36
OTHER DEFERRED REVENUE (SOAR REGISTRATION)	19,955.00
TOTAL LIABILITIES	672,393.07
EQUITY ACCOUNT	-
TOTAL FUND BALANCE	-
FOOD SERVICE FUND	
CASH	14,583.46
RECEIVABLE	4,235.09
TOTAL ASSETS	18,818.55
ACCOUNTS PAYABLE	3,103.40
TOTAL LIABILITIES	3,103.40
EQUITY ACCOUNT	15,715.15
TOTAL FUND BALANCE	15,715.15

Support Information #5

Syble Hopp Revenue Summary for the Month Ended June 30, 2017

DESCRIPTION	2016-2017 Budget	Actual Amount	Positive/(Negative) Variance	COMMENTS
GENERAL FUND				
PAYMENT IN LIEU OF TAXES	2,802,612.00	2,802,612.00	-	
INTEREST	22,000.00	28,147.66	6,147.66	Interest is trending higher than budget
RENT (DUPLEX)	9,000.00	9,000.00	-	
MEDICAID MAC REIMBURSEMENT	-	9,280.02	9,280.02	Revenue received for Medicaid Administrative costs was not budgeted.
MISCELLANEOUS	11,000.00	2,075.12	(8,924.88)	Budgeted donations that were recognized in SOAR revenue.
TOTAL GENERAL FUND	2,844,612.00	2,851,114.80	6,502.80	
SPECIAL REVENUE FUND				
OPERATING TRANSFER IN	-	26,651.50	26,651.50	Funds transferred from Donations fund for purchase of van.
STUDENT FEES	2,500.00	2,458.00	(42.00)	
GIFTS	-	26,651.50	26,651.50	Funds transferred from Parent Organization for purchase of van.
SOAR STUDENT REGISTRATIONS	22,000.00	28,605.00	6,685.00	Includes \$5,000 in donations for program.
EC GRANT \$'S FROM DISTRICTS	35,060.00	35,399.00	339.00	
TRANSIT OF FLOW THRU DISTRICT	67,000.00	61,416.36	(5,583.64)	Shortfall was recognized in revenue due to 2015-16 enrollments being lower than expected.
TUITION-SCH DIST (NON-OPEN ENR)	296,000.00	279,492.91	(16,507.09)	Actual costs for students were less than estimated.
TRANSIT OF STATE AIDE (CESA)	213,938.00	152,049.91	(61,888.09)	Costs for CESAs was less than expected, so categorical aid will be less.
CESA 7 - REIMB SUBS	2,000.00	-	(2,000.00)	
HANDICAPPED AID FROM STATE	1,216,000.00	1,213,940.00	(2,060.00)	
GENERAL STATE AID	1,500,000.00	1,483,309.00	(16,691.00)	General aid is slightly lower due to 2015-16 enrollment.
HIGH COST KIDS (STATE AND FEDERAL)	35,000.00	23,635.00	(11,365.00)	Actual revenue will be less than claim, so there will be a shortfall in this revenue.
MEDICAID REIMBURSEMENT	250,000.00	332,477.68	82,477.68	Revenue late billings from the 2015-16 school year due to vendor being unable to bill until this fiscal year.
TOTAL SPECIAL REVENUE FUND	3,639,498.00	3,866,165.86	26,667.86	
FOOD SERVICE FUND				
STUDENT LUNCH	35,000.00	28,187.70	(6,812.30)	Less meals were purchased than expected.
ADULT LUNCH	1,200.00	939.94	(260.06)	
FOOD SERV STATE AID	1,000.00	782.62	(217.38)	Actual meal count for free and reduced lunch was less than budgeted.
FOOD SERVICE/FED AID	36,268.00	25,683.52	(10,584.48)	
FED AID/COMMODITIES	5,600.00	6,956.51	1,356.51	Commodity Aid is reported at the end of the year.
TOTAL FOOD SERVICE REVENUE FUND	79,068.00	62,550.29	(16,517.71)	

Syble Hopp Expenditures Summary for the Month Ended June 30, 2017 - Unaudited

FUNCTION NUMBER	DESCRIPTION	2016-2017 BUDGET	BUDGET AS OF 06/30/2017	Actual Amount	TOTAL BUDGET	VARIANCE TO BUDGET AS OF 6/30/2017	COMMENTS
GENERAL FUND							
222000	LIBRARY MEDIA RESOURCES & SERVICES	6,333.00	6,333.00	9,424.90	(3,091.90)	(3,091.90)	Server Migration Project \$6,000 was not budgeted in 16/17.
252000	FISCAL/FINANCE	164,423.00	164,423.00	154,074.69	10,348.31	10,348.31	Bookkeeper position was split, so savings in benefits.
254300	BUILDING OPERATION	191,016.00	182,306.09	8,709.91	8,709.91	8,709.91	Decon Unit Repair of \$7,754 was not budgeted. These expenditures have been offset by savings in gas.
255000	DUPLEX FACILITIES ACQUISITION/REMOVAL	350.00	350.00	114.80	235.20	235.20	
263300	TELEPHONE	5,060.00	5,080.00	4,210.00	850.00	850.00	
266400	TECHNOLOGY EQUIPMENT	5,000.00	5,000.00	-	5,000.00	5,000.00	Budgeted computer supplies and laptop have not been purchased since migration was not budgeted. These savings will offset the negative variance in the Library and Resource area.
170000	INSURANCE AND JUDGMENTS	37,316.00	37,316.00	41,127.00	(3,811.00)	(3,811.00)	Worker Comp charge from the County increased.
180000	COUNTY IDC AND TECHNOLOGY	58,554.00	58,554.00	62,661.49	(4,107.49)	(4,107.49)	Technology allocations from County were higher than budgeted.
	TOTAL GENERAL FUND	471,572.00	471,572.00	457,034.40	14,537.60	14,537.60	
SPECIAL REVENUE							
52000	EARLY CHILDHOOD	372,337.00	372,337.00	386,160.34	(13,823.34)	(13,823.34)	.2 FTE was added due to enrollment in the DePere school district. In addition health and dental benefits were higher than expected.
56600	SPEECH/LANGUAGE	498,635.00	498,635.00	470,105.63	28,529.37	28,529.37	Speech Therapist resigned as of 11-3-2016.
58000	COGNITIVE DISABILITIES	2,003,612.00	2,003,612.00	1,920,937.27	82,674.73	82,674.73	Savings in health and dental insurance have been recognized.
59120	RETIREE INSURANCE	28,000.00	28,000.00	76,961.36	(48,961.36)	(48,961.36)	The retiree escrow accounts in the amount of \$39,780 were transferred to their VEBA accounts in December. In addition, budget did not include new retiree.
59150	EC INSTRUCTIONAL AIDES	80,268.00	80,268.00	71,440.24	8,827.76	8,827.76	Savings were recognized in salaries and benefits due to two aides being on leave and salaries budgeted for additional help that were not used.
59200	CD INSTRUCTIONAL AIDES	1,058,325.00	1,058,325.00	956,873.09	101,451.91	101,451.91	Subs were needed for staff member leaves. Due to shortage of substitutes, teacher subs have been needed to fill aide absences.
59220	CD SUB TEACHERS/AIDES	38,755.00	38,755.00	73,939.21	(35,184.21)	(35,184.21)	
59300	EC SUB TEACHERS/AIDES	3,229.00	3,229.00	6,989.10	(3,760.10)	(3,760.10)	Sub was required for staff member on leave.
12100	SPECIALTY TEACHERS	138,059.00	138,059.00	154,770.88	(16,711.88)	(16,711.88)	Additional stipend given for Special Olympics that was budgeted in CD. Part-time positions have worked additional hours. In addition, expenditures for health and dental are more than budgeted.
14400	DIRECTION OF SOCIAL WORK	70,648.00	70,648.00	72,809.56	(2,161.56)	(2,161.56)	Shortfall due to casual payout.
18100	NURSING	47,897.00	47,897.00	46,271.91	(374.91)	(374.91)	Slight shortfall was due to the cost of a conference.
	OCCUPATIONAL THERAPY	235,006.00	235,006.00	228,493.56	6,512.44	6,512.44	Savings from part-time position budgeted, but no longer filled.

Syble Hopp Expenditures Summary for the Month Ended June 30, 2017 - Unaudited

FUNCTION NUMBER	DESCRIPTION	BUDGET AS OF JUNE 30, 2017	BUDGET AS OF JUNE 30, 2017 REBILLED	BUDGET AS OF JUNE 30, 2017 REFUNDED	ACTUAL EXPENDITURE
-218200	PHYSICAL THERAPY	78,670.00	78,670.00	78,813.61	(143.61)
-223300	EXCEPTIONAL ED (SUPV & COORD)	283,618.00	283,618.00	266,599.15	17,018.85
-230090	GENERAL ADMINISTRATION	7,855.00	7,855.00	14,778.03	(6,923.03)
-232100	OFFICE OF THE SUPERINTENDENT	137,320.00	137,320.00	123,381.30	13,938.70
-256300	VEHICLE ACQUISITION	-	-	53,303.00	(53,303.00)
	VEHICLE REPAIR AND FUEL	10,800.00	10,800.00	7,011.21	3,788.79
	TRANSPORTATION AND BUS AIDES	686,936.00	686,936.00	608,743.24	78,192.76
-270000	UNEMPLOYMENT	9,369.00	9,369.00	7,656.06	1,712.94
-436000	CESA SERVICES	157,341.00	157,341.00	152,862.14	4,478.86
	CAMP SOAR	51,400.00	51,400.00	44,971.79	6,428.21
-491000	TRANSIT OF AID TO DISTRICTS	74,000.00	74,000.00	63,609.00	10,391.00
	TOTAL SPECIAL REVENUE FUND	6,072,080.00	6,072,080.00	5,889,480.68	182,599.32
	FOOD SERVICES				182,599.32
-257100	DIRECTON OF FOOD SERVICES	68,918.00	68,918.00	63,452.69	5,465.31
-257220	FOOD - LUNCH PROG	500.00	500.00	-	500.00
-257222	FOOD	5,600.00	5,600.00	6,956.51	(1,356.51)
-257240	MILK - LUNCH PROG	4,050.00	4,050.00	-	4,050.00
	TOTAL FOOD SERVICE FUND	79,068.00	79,068.00	70,409.20	8,658.80
	SENSORY COURTYARD - PLAYGROUND				
	PLAYGROUND EXPENDITURES	-	-	153,933.96	(153,933.96)
	DONATIONS	-	-	79,611.25	(79,611.25)
					(153,933.96)
					(79,611.25)

Support Information #6

2016-17 Transfer of Funds Request

Per DPI, the Special Education Fund (Fund 27) must have a zero fund balance and the Food Service Fund (Fund 50) cannot have a negative fund balance at the end of the school year.

Many of our revenues need to be recorded to Fund 10 and not directly to either Funds 27 or 50 which then requires a transfer at the end of the school year.

It is requested of the Board to approve the following transfer of funds for the 2016-17 school year:

Transfer <u>out</u> of Fund 10	\$2,223,314.82
Transfer <u>to</u> Fund 27 (Special Education)	\$2,223,314.82
Transfer <u>to</u> Fund 50 (Food Service)	\$ 0.00

Brown County Children With Disabilities Education Board

Syble Hopp School
755 Scheuring Road
De Pere, WI 54115

Phone: (920) 336-5754
Fax: (920) 336-7262
www.syblehopp.org

August 21, 2017

TO: Brown County Children with Disabilities Board
FROM: Kim Pahlow, Administrator
SUBJECT: Staff Salary Increases

We are proposing an increase for four teacher aides whose wages are significantly lower than other aides that were hired near their hire dates. Their current hourly wages range from \$11.55 to \$12.18 per hour. We are proposing to increase their hourly wage to \$14.54 per hour. In addition to this increase, this staff will also receive the 2% increase for the year.

In addition, part-time aide positions do not currently align with the aide rates. We are proposing to increase the rates of the part-time aide positions to align with the aide pay schedule. Three staff range from \$11.55 to \$12.12 per hour. We are proposing to increase their hourly wages to \$13.60. In addition two staff are currently at \$13.97 and we propose to increase their wages to \$14.54. In addition to this increase, this staff will also receive the 2% increase for the year.

Finally, we are proposing a 2% increase for the paraprofessional and hourly staff 2017-18 school year. This increase is included in the 2017-18 budget.

The following table summarizes the proposed increased wages and fringes related to the increases:

Description	Salary	Fringe	Total
Aide Increase	13,190	1,900	15,090
Part-time Aide Increase	5,500	425	5,925
2% Aide and Hourly Increase	13,585	1,960	15,545
Total	32,275	4,285	36,560

The 2% wage increase is included in the 2016-17 budget. The remaining increases will be funded by expected savings recognized in aide positions due to resignations of senior staff being replaced with less experienced staff.

We will be in communication with teachers and therapists at the beginning of the year regarding an opportunity to establish a committee to properly review their pay scale and the budgeted 2% increase.

Support Information #7

Brown County Children With Disabilities Education Board

**Syble Hopp School
755 Scheuring Road
De Pere, WI 54115**

**Phone: (920) 336-5754
Fax: (920) 336-7262
www.syblehopp.org**

August 21, 2017

TO: Brown County Children with Disabilities Board

FROM: Kim Pahlow, Administrator

SUBJECT: Substitute Teacher and Substitute Aide Pay Increases

Due to the ongoing challenge of securing substitute teachers and substitute aides, our leadership team did an analysis of the daily rate of pay for the other districts we serve. As a result, we are proposing an increase in the daily rate of pay for the District and Syble Hopp substitute teachers from \$140/day to \$145/day and for substitute aides from \$72/day to \$80/day. The charts below summarize the rate of pay for the seven districts over the last four years as well as the previous and recommended rate of pay for the District and Syble Hopp.

Substitute Teachers

	Syble Hopp and District	De Pere	West De Pere	Ashwaubenon	Howard Suamico	Denmark	Pulaski	Wrightstown
2014-15	\$133	\$136	\$142	\$140	\$141	\$102.50	\$110	\$105
2015-16	\$136	\$145	\$142	\$141	\$141	\$120	\$110	\$105
2016-17	\$140	\$145	\$148	\$142	\$141	\$120	\$110	\$105
2017-18	\$145	\$147	\$148	\$145	\$141	\$120	\$110	\$115

Substitute Aides

	Syble Hopp and District	De Pere	West De Pere	Ashwaubenon	Howard Suamico	Denmark	Pulaski	Wrightstown
2014-15	\$68	--	\$85.41	\$65.65	\$66.63	\$73.58	\$63.38	\$76.38
2015-16	\$70	--	\$86.78	\$66.30	\$69.88	\$69.88	\$63.38	\$76.38
2016-17	\$72	--	\$88.53	\$66.95	\$69.88	\$69.88	\$63.38	\$77.00
2017-18	\$80	--	\$90.29	\$67.93	\$71.50	\$84.50	\$63.38	\$78.00

Our leadership team is aware that financial compensation is only one component of recruiting and sustaining substitute staff and have been working on other strategic actions to ensure we have a vast pool of qualified and committed substitute teachers and aides.

Support Information #8

Memo

To: Kim Pahlow

Administrator

Fr: John J. Driessen

Director of Special Education

RE: Request to Hire New Staff

Date: August 10, 2017

The purpose of this memo is to recommend the hiring of Rebecca Olson for the vacant 1.0 Early Childhood Special Education position at Altmayer/Heritage School. This position will begin on August 29, 2017 and run through the 2017-18 school year. Her salary for the school year will be \$34,652.

Please see me if you have questions.